

GUIDANCE NOTES

Your council tax bill may be reduced if your home has certain features which are essential, or of major importance, to the well-being of a person with disabilities, whether an adult or child, who resides in the dwelling.

A person can apply for the reduction provided that:

- they are either solely or jointly and severally liable to pay the council tax in respect of the dwelling, *and*
- at least one sole or main resident is substantially or permanently disabled.

A reduction can be granted if the dwelling has either:

- a room, other than a bathroom, kitchen or lavatory, which is used mainly by the disabled person and is required for meeting their needs. The room could be used for therapy or for any other purpose, or
- enough space for the use of a wheelchair where one needs to be used inside the dwelling.

EFFECT OF A REDUCTION

Where a property fulfils the above conditions the council tax bill will be reduced to that of a property in the valuation band immediately below the band given for the property in the valuation list. For example, if a property falls into band D the council tax will be calculated as though it is band C.

NOTES FOR OCCUPIERS OF BAND A DWELLINGS

The government has now introduced legislation which extends this scheme to dwellings in band A. This is effective from 1st April 2000. The standard criteria (given above) will apply and the reduction will be equal to 1/9th of band D.

PLEASE BE AWARE THAT PRIOR TO 1st APRIL 2000 PROPERTIES IN BAND A DID NOT QUALIFY UNDER THIS SCHEME. THE COUNCIL REGRETS THAT IT IS UNABLE TO BACKDATE THESE APPLICATIONS TO A DATE PRIOR TO 1st APRIL 2000.

When you have completed this form it should be returned to the address below. If you require any advice or assistance in completing this form please contact:

**THE COUNCIL TAX OFFICE
ADMAIL 4270
NOTTINGHAM
NG1 9YZ
TELEPHONE: (0115) 718 1777**

THE COUNCIL RESERVES THE RIGHT TO VERIFY THE INFORMATION CONTAINED IN THIS FORM. IT IS LIKELY THAT A COUNCIL TAX OFFICER WILL VISIT YOUR HOME IN ORDER TO CONFIRM THE RELEVANT DETAILS. WHEREVER POSSIBLE AN APPOINTMENT WILL BE MADE FOR THIS VISIT.